



# *Effi Barry HIV/AIDS Program*

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## **EVERYTHING YOU NEED TO KNOW ABOUT APPLYING FOR AN EFFI BARRY HIV/AIDS PROGRAM MINI-GRANT**

**RFA\_HAA\_EFF\_0718-08**

Thank you for your interest in applying for an Effi Barry HIV/AIDS Program mini-grant. The DC Department of Health (DOH) HIV/AIDS Administration, in collaboration with the Office of Partnerships and Grants Development (OPGD), want to help you make this application process easy to understand and complete.

As an applicant for DC public funds, there is documentation you need to provide that is a requirement of DC law and regulation. We will provide you with some of the paperwork for you to complete and sign. Some of the other materials, you most likely already have available and you simply need to copy and attach them to your application.

So, though, there are lots of pages in this document, don't get overwhelmed. They are very manageable. And, in the end, if you've never received DC public funds before, you'll be an expert after applying for the Effi Barry Program.

Here's the first step in reviewing the checklist:

### **Checklist for Applications**

- ❑ The applicant organization/entity has responded to all sections of the Effi Barry Program Application.
- ❑ **The application is to be submitted unbound. The application must be submitted with rubber bands or binder clips only.**
- ❑ The application is submitted to **DOH/HAA, 64 New York Ave., NE, 1st Floor, Suite 1001, no later than 5:00 p.m. on the deadline date of Monday August 18, 2008.** (Metro Red Line – New York Avenue)
- ❑ The Assurances Check List is completed and signed and one copy of all certifications and assurances in a separate envelope from the application.

## **Pre-Application Conference**

Applicants are encouraged to attend the Pre-Application Conference on Thursday July 24, from 10:30 AM to 12:30 PM, at 64 New York Avenue, NE, 1<sup>st</sup> Floor, Washington, DC, 20002. (Metro Red Line – New York Avenue). The meeting will give applicants more information about the training, program and requirements. It will also be an opportunity to ask questions about the application.

## **Questions Regarding the Application**

For questions, applicants should call the Capacity Building and Community Outreach Bureau at the DOH HIV/AIDS Administration at (202) 671-4809. If someone is not available when you call, please leave a message and a staff person will call you back within 24 hours or the next business day.

## **Monitoring/Evaluation**

If awarded a mini-grant, a program manager will be assigned to monitor and evaluate the performance of the program participant according to the approved activities and approved budget. The program manager shall review all written policies and procedures applicable to the project; review final program and fiscal reports; conduct site visit; and hold periodic conferences with the program participant to assess performance in meeting the requirements of the program.

## **Program and Administrative Requirements**

The next section lists program and administrative requirements. Most of the language is standard for a grant to provide HIV/AIDS services. As the Effi Barry Program participants are receiving training and developing plans for programs, you will not have client requirements. However, it is important to familiarize yourself with several of these sections, such as non-discrimination provision, record keeping, facility requirements, and insurance. Please contact HAA with any questions on these requirements.

## **PROGRAM & ADMINISTRATIVE REQUIREMENTS**

### **Program Requirements**

#### **1. Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity.

#### **2. Client Eligibility Criteria**

The following criteria must be used by service providers to determine client eligibility: Persons must be a resident of the District of Columbia

#### **3. Client Advocacy and Grievances**

The applicant shall develop and implement an agency grievance procedure that is sensitive to the needs of the target population. Applicants must include a copy of their internal client grievance procedures in the Assurance package.

#### **4. Records**

- a. When delivering services to clients, the grantee must maintain records reflecting initial and periodic assessments if appropriate; initial and periodic service plans; and the ongoing progress of each client. All clients shall be assigned a unique identifier and all client records shall be kept confidential. The grantee shall obtain written informed consent from the client that permits sharing and releasing the client's records in order to coordinate or verify services.
- b. The grantee shall keep accurate documentation of all activities of the project. Records must be legible, dated and signed with original signatures and credentials of individuals providing services.
- c. The grantee shall follow all HIPAA regulations for confidentiality of client information and a HIPAA compliant release of information form maintained in each client record.
- d. All client information must be maintained in one record, regardless of whether a central or a separate site filing system is used. The grantee shall provide the grant administrator, and other authorized representatives of the grant administrator, such access to clinical records as may be necessary for monitoring and evaluation purposes. To ensure confidentiality and security, clients' records should be kept in a locked file controlled by appropriate grantee staff.

## **Administrative Requirements**

### **1. Staff Requirements**

For the purposes of this grant, “staff” is defined as any individual employee, individual consultant or individual contracted worker that receives compensation District funds.

- a. The grantee shall employ and maintain documentation that staff possesses adequate training and competence to perform the duties that they have been assigned.
- b. The grantee shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range, and performance evaluation criteria. The job description must reflect requirements noted in approved protocols and requirements. When hiring staff for this grant project, the grantee shall obtain written documentation of relevant work experience and personal references.
- c. Grantees that use individual contracted workers and or individual consultants must have signed and dated written contractual agreements maintained in a contract file.
- d. The grantee shall maintain an individual personnel file for each project staff member that contains the application for employment, professional and personal references, applicable credentials/certifications, a signed drug-free workplace statement, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, and the grantee's action with respect to the allegations, date and reason if terminated from employment. Personnel files should be available to the grant administrator upon request;
- e. The grantee shall provide evidence of continuing education opportunities to keep staff informed of new developments regarding the provision of HIV/AIDS health care and support services (i.e., treatment modalities, change in target populations);
- f. The grantee shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight and programmatic supervision;
- g. The grantee shall obtain advance approval in writing from the grant administrator on any changes in staffing patterns or job descriptions;
- h. The grantee shall advise the grant administrator when there are vacant positions or new positions for which there are no staff resumes available; and
- i. Grantees shall ensure that each staff member’s file contains a signed confidentiality form.

## **2. Memoranda of Understanding (MOU's) and Subcontracts with other Organizations**

- a. Memoranda of Understanding and subcontracts with organizations must clearly state objectives, goals and quantifiable outcomes.
- b. All Memoranda of Understanding and subcontracts with organizations must be signed and dated by both parties within the past six months.

## **3. Facility Requirements**

- a. Regulations

The grantee's facilities used during the performance of the grant agreement shall meet all applicable federal, state, and local regulations for their intended use throughout the duration of the Grant Agreement. The grantee shall maintain current all required permits and licenses for the facilities. The grantee's failure to adhere to the terms and conditions of the Grant Agreement shall be a basis for termination of the Grant.

- b. Emergency Back-up Site

The grantee shall submit the address of the identified emergency site facility for use as a result of a catastrophic event of the primary facility.

- c. Handicapped Access

All facilities offered for the provision of services must be accessible to persons with mobility limitations, consistent with the Rehabilitation of the Handicapped Act, Public Law Section 95-602 (Section 504) and the Americans with Disabilities Act, as appropriate.

- d. Maintenance

The grantee shall provide all supplies and services routinely needed for maintenance and operations of the facility such as security, janitorial services, or trash pick-up.

## **4. Use of Funds**

Grantees shall only use grant funds to support capacity building and HIV related services and cannot be used to provide cash and or direct financial assistance to individuals with HIV disease.

## **5. Certifications and Assurances**

Applicants shall complete, sign and return Assurances Check List.

**6. Insurance**

The applicant must be able to show proof of all insurance coverage required by law.

**7. Audits**

At any time or times before final payment and three (3) years thereafter, the grant administrator may have the grantee's expenditure statements and source documentation audited.

## **REVIEW AND SELECTION OF APPLICATIONS**

Applications for the Effi Barry Program will be reviewed by HAA staff and a panel of external reviewers. The applications will be reviewed and scored based on the criteria below. It would be helpful for applicants to review the criteria as that will give guidance on what will be considered a successful application.

### **Technical Review Panel**

The technical review panel will be composed of HAA staff members who will examine each application for technical accuracy and program eligibility prior to the applications evaluation by external reviewers.

### **External Review Panel**

The external review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human services, public health, data analysis, health program planning and evaluation, social services planning and implementation. The review panel will review, score and rank each applicant's application, and when the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. DOH/HAA shall make the final funding determinations. Applicants' submissions will be objectively reviewed against the following specific scoring criteria listed below.

### **Scoring Criteria**

#### **Criterion A Background and Experience (Total 30 Points)**

1. The application demonstrates knowledge and experience in its community. **(Y1: 15 Points, Y2: 10 Points)**
  - a. Demonstrated support for the project from the Board of the organization applying.
  - b. Applicant is locally based in targeted wards.
  - c. Applicant has history of providing community service, including outreach and education on various concerns and programs.
  - d. Applicant demonstrates track record in recruiting, engaging, and supporting volunteers.
2. The application shows cultural competency, sensitivity and appropriateness (racial, ethnic, economic, gender, disability, sexual orientation, etc.). **(Y1: 15 Points, Y2: 10 Points)**
  - a. Applicant has identified and has gained an understanding of issues, particularly affecting the community population(s) by seeking input from community leaders, civic organizations and advocates for and/or members of the community in planning and implementation of proposed services.
  - b. Sensitivity to issues of language, race/ethnicity, gender, culture/lifestyle and sexual orientation is demonstrated through the multi-cultural programs and materials, stigma reduction activity, and participation/membership of individuals with diverse backgrounds.

3. Applicant's overall budget meets requirement for community program activity expenses at less than \$500,000 per year.
4. For Year Two applicants, year one training was successfully completed and improvements to the organization's capacity. **(Y2: 10 Points)**
  - a. Application demonstrates that all trainings were fully attended.
  - b. Applicant demonstrates the Year One areas of improvement were identified.
  - c. Applicant demonstrates how the organization effectively applied the training and consultation activities into specific operation improvements.

**Criterion B Participation Goals (Total 70 Points)**

1. The application demonstrates the areas in need of improvement. **(Y1: 30 Points, Y2: 25 Points)**
  - a. The applicant describes and provides sufficient justification for the organizational and administrative areas in need of improvement.
  - b. The applicant provides specific outcomes that will yield tangible results in organizational capacity improvement.
  - c. The applicant explains that no other resources are available to support the improvement needs.
2. The application provides sufficient information on the individuals to participate in the program. **(Y1: 15 Points, Y2: 10 Points)**
  - a. The applicant lists organization members to participate in the trainings; at least one senior level manager is identified.
  - b. The applicant identifies volunteers that will participate in the program, either directly or be receiving information and support, from designated members/staff.
  - c. The applicant adequately describes the specific benefits each individual participant will gain from the program.
3. The application identifies a HIV/AIDS program activity to implement following participation in the program. **(Y1: 25 Points, Y2: 15 Points)**
  - a. The applicant proposed a realistic HIV/AIDS program activity that it can implement with the capacity it has gained from training and consultation.
  - b. The applicant has explained that the program is either mainstreaming HIV/AIDS into its current activities or is developing a new program.
  - c. The applicant has included volunteerism and reducing the stigma associated with HIV/AIDS into its proposed activity.
  - d. The applicant has identified the target populations that would be reached by the program activity.



4. For Year Two applicants, the application explains how additional funding would improve the capacity of the organization. **(Y2: 20 Points)**
  - a. The applicant describes how under its current funding streams, there is no available support for capacity building.
  - b. The applicant explains the specific capacity building and/or HIV/AIDS program elements to improve that were either not achieved through the Year One training and consultation or were newly identified.
  - c. The applicant details the specific outcome measures that will be accomplished through the second year funding.

**Criterion C Reasonable Budget (No Points)**

1. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve participant objectives.

## **CERTIFICATIONS, LICENSES AND ASSURANCES REQUIRED FOR SUBMITTING APPLICATION TO EFFI BARRY PROGRAM**

**Name of Organization:** \_\_\_\_\_

Applicants are required to submit **one** copy of certifications, affidavits, and assurances in a separate, sealed envelope. The assurance checklist found below should be completed and placed in the envelope. The outside of the envelope must be conspicuously marked as follows:

**Assurances in response to RFA\_HAA\_EFF\_0718-08**

### **ASSURANCE CHECKLIST**

- ☐ 1. Signed Federal Assurances (Assurances follow this form)
- ☐ 2. A Current Business license, registration, or certificate to transact business in the relevant jurisdiction:  
Department of Consumer and Regulatory Affairs  
941 North Capitol St., NE 1<sup>st</sup> Floor  
Contact Person: Ms. Wilson  
or [www.dcrd.dc.gov](http://www.dcrd.dc.gov) → Licenses → Basic Business License → Get Basic Business License requirements → Charitable Solicitation
- ☐ 3. 501 (C) (3) Certification. For non-profit organizations
- ☐ 4. Current Certificate of Good Standing from local tax authority:  
Department of Tax and Revenue  
941 North Capitol St., NE 5<sup>th</sup> Floor.  
Contact person: Alicia Brown, 202-442-6593
- ☐ 5. List of Board of Directors

Print Name of Applicant Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Chief Financial Officer**



**Certifications Regarding**  
**Lobbying; Debarment, Suspension and Other Responsibility**  
**Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

## **2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)**

**As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—**

### **A. The applicant certifies that it and its principals:**

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**

### **B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

## **1. Drug-Free Workplace (Grantees Other Than Individuals)**

**As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—**

### **A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
- (b) Establishing an on-going drug-free awareness program to inform employees about—**
  - (1) The dangers of drug abuse in the workplace;**
  - (2) The applicant's policy of maintaining a drug-free workplace;**

- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
  - (1) Abide by the terms of the statement; and**
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: HIV/AIDS Administration, 717 14<sup>th</sup> St., NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each effected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
  - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
  - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

**Place of Performance (Street address, city, county, state, zip code)**

**Drug-Free Workplace (Grantees who are Individuals)**

**As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—**

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

**HIV/AIDS Administration, 717 14<sup>th</sup> St., NW, Suite 1200, Washington, DC 20005.**

**As the duly authorized representative of the applications,  
I hereby certify that the applicant will comply with the above certifications.**

**1. Grantee Name and Address**

\_\_\_\_\_  
**2. Application Number and/or Project Name**

\_\_\_\_\_  
**3. Grantee IRS/Vendor Number**

\_\_\_\_\_  
**4. Typed Name and Title of Authorized Representative**

\_\_\_\_\_  
**5. Signature**

\_\_\_\_\_  
**6. Date**

## **FEDERAL ASSURANCES**

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase “Federal Financial Assistance” includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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Signature

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Date